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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of  
Administrative Assistant/Psychometrist, Assessment Staff.  
Present Rating GS-9.

1. The qualifications for this position are as follows:

- a. College graduate with major in psychology, and courses in statistics, and in clinical and abnormal psychology.
- b. At least one year's experience as an interne or assistant in a psychological clinic, or a Masters degree in psychology.
- c. At least one year's study in a school of business administration or equivalent practical experience.
- d. Excellent abstract reasoning ability and high verbal intelligence.
- e. Dictation speed, 120 words per minute.
- f. Typing speed, 60 words per minute.
- g. Excellent proficiency in spelling, punctuation, capitalization, and arithmetic computation.
- h. Initiative, emotional stability, social maturity, poise. Sensible, practical, industrious. Pleasing, well-balanced personality.
- i. Favorable assessment report before employment.
- j. Excellent rating in TRD Administrative Course before permanent assignment to position.

2. The work responsibilities for this position are as follows:

- a. She is responsible for the administrative supervision of the Assessment Staff, including: the physical maintenance of the Assessment

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offices; the requisitioning of expendable and non-expendable supplies, and also psychological equipment; the supervision and control of all assessment files; the distribution and dissemination of all incoming and outgoing correspondence reports, files, and records; the maintenance of Time and Attendance records. In carrying out these responsibilities, she deals personally and directly with: the EXO/OSO, COS/OPC, POS/OPC; division, staff, program, branch chiefs, and operations officers of OSO, and OPC; the Chief and Administrative Officer of TRD; and the chiefs of the administrative and services divisions of OSO/OPC/CIA.

b. She attends conferences affecting the administrative operations of the Assessment Staff.

c. Is the responsible and accountable officer for the Assessment Staff.

d. Is personally responsible for the details involved in scheduling assessment cases and in procuring the assessment request form and relevant records from Archives, Registry, SED, TRD. She must guarantee that all available CIA information on a candidate has been obtained before the candidate arrives for assessment. She constantly confers with the Chief, Assessment Staff, junior psychologists, and senior psychologists, and the statistical analyst on sensitive psychological considerations, which have been transmitted orally to her by the person requesting the assessment. In scheduling assessment cases she confers directly, in person or over the telephone, with CIA officers outlined in paragraph 2-a above.

e. She is capable of assuming all responsibilities of the clerk-stenographer of the Assessment Staff. (See job description, clerk-stenographer, Assessment Staff, slot no. 7, 22 March 1950).

f. Capable of assuming all responsibilities of the statistical analyst, Assessment Staff. (See job description, statistical analyst, Assessment Staff, slot no. 6, 22 March 1950).

g. Supervises and sometimes directs the work of the clerk-stenographers and filing assistants.

h. Competent in the administration of both individual and group psychometric tests.

i. Serves as a psychological assistant to the junior and senior psychologists, especially in the administration of tests and in conducting the interviews of female assessment candidates.

j. Participates in situation tests and prepares reports and ratings of her findings and observations.

k. When called upon to do so, assists the statistical analyst in the scoring and statistical interpretation of cases, and in the preparation of

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norms, charts, tables, and graphs.

l. Is responsible for the final "processing" of the assessment folders to insure that no security violations have occurred in the handling of the reports and that all the reports and tests are properly accounted for before the assessment folder is filed away.

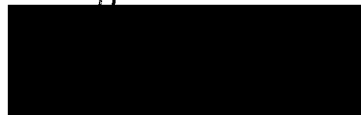
m. She is the custodian of Top Secret documents and reports for the Assessment Staff.

n. Maintains a detailed summary of all intensive assessment cases, interviews, assessment conferences, review cases, and reports; and from these data, prepares the basic figures for the monthly assessment report.

o. Serves as a liaison officer for the Assessment Staff on administrative matters, and, when called upon to do so by the Chief, Assessment Staff, she gives short talks about assessment administrative procedures to TRD/OSO/OPC employees.

p. She makes suggestions and draws up plans for improving the administrative and operating efficiency of the Assessment Staff.

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Chief, Assessment Staff

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